Interim Overseas Housing Allowance

Introduction:

This section provides the procedures for starting, stopping, correcting, and deleting Interim Overseas Housing Allowance. This entitlement is authorized to members stationed overseas who are required to procure non-government family type housing before dependents arrive. They become entitled to OHA as a member with dependents for interim period starting on the procurement date and stopping either 60 days later, or on the day before the dependents arrive in the PDS vicinity, whichever occurs first.

References:

Joint Federal Travel Regulations, U9115

Procedure:

Interim Overseas Housing Allowance entries must be routed to a supervisor/auditor with either CGHRSUP or CGHRSICSUP approval authority. If this is not approved, the member will not be paid. Guidance for approving officials is incorporated in the applicable steps of this guide.
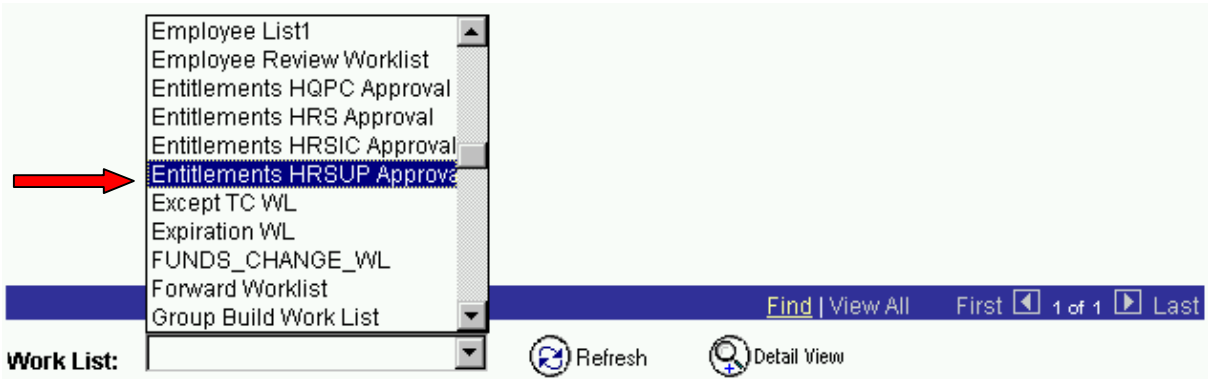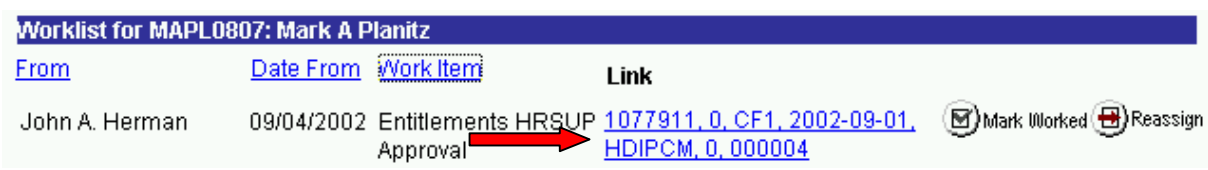
All amounts must be entered in U.S. dollars. Convert foreign currency amounts into U.S. Dollars using the multiplier for the rate of exchange from the PDTATAC web site http://www.dtic.mil/perdiem.

Interim Overseas Housing Allowance automatically stops the day before departure PCS.

Start CGHRMS, **sign-in** and follow these steps to start, suspend, terminate, correct, or recoup Interim Overseas Housing Allowance.

Step	Action
1	**Select** Menu items in the following order. Home > Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements** CGHRSUP User - access via their CGHRMS work list to review and approve. You may use the work list drop-down box to narrow the search criteria as shown below.
2	A search page will appear. **Enter** the member's Employee ID number or other search criteria and **click** the Search button to select the member you wish to display. Advanced Technique You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information. When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes. CGHRSUP Users - click the link as shown below in the work list to gain access to the member's Entitlement Summary Panel.

| 3 | Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

Select the Employee Entitlement Summary Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

Employee Entitlement Summary | Employee Entitlement Detail

The following screen appears.

Select View All in the title bar.

CGHRSUP User - an asterisk next to the entitlement indicates that it is pending approval (see below). Click the Continue button in the same row and then proceed to Step 7.

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|---|---|

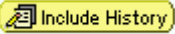|	
4	**Select** the ⟨Include History⟩ button located at the bottom right-hand portion of the screen so that all Interim Overseas Housing Allowance will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the ⟨Correct History⟩ button. Note: The current selection will have a white background. ➢ You may use the ⟨Update/Display⟩ button to start a Interim Overseas Housing Allowance; however, we recommend using the "Include History" mode so all payments will display. ➢ Use the ⟨Include History⟩ button to view all payments of a Interim Overseas Housing Allowance. Only new entitlements can be entered in this mode. ➢ Use the ⟨Correct History⟩ button to update or delete entries of a Interim Overseas Housing Allowance. A listing of all payments will be displayed.
5	**If an Interim Overseas Housing Allowance row exists in the Summary Panel…** **Click** the ⟨Continue⟩ button adjacent to Interim Overseas Housing Allowance. The Employee Entitlement Detail screen will appear. (Go to Step 7) **If an Interim Overseas Housing Allowance row doesn't exist in the Summary Panel…** **Click** a ⟨+⟩ button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected. Next, **type** "IHA" in the look-up box ⟨ ⟩ or use the magnifying glass to search for and select the Interim Overseas Housing Allowance earning code. Then **click** the ⟨Continue⟩ button adjacent to Interim Overseas Housing Allowance to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)

| 6 | **Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**

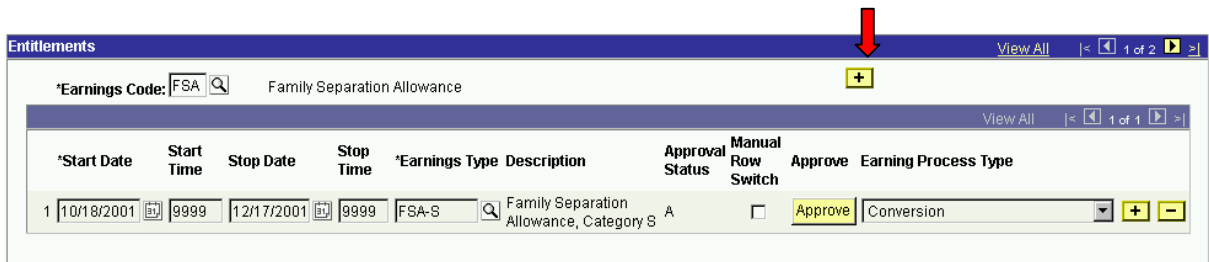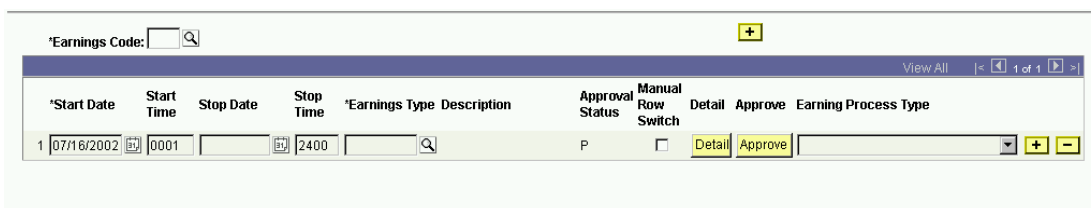**Follow these procedures to bypass the Employee Entitlement Summary Panel.**

Select the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

Select the ![Include History] button located at the bottom right-hand portion of the screen so that all Interim Overseas Housing Allowance entries will be shown. If you are stopping, correcting, or deleting this entitlement, use the ![Correct History] button.

Select ![View All] from the displayed title bar to list all entitlements.

Scroll up to find the "IHA" Earnings Code. If the Interim Overseas Housing Allowance code isn't listed (after clicking ![View All]), click the ![+] button from any entitlement as shown below.
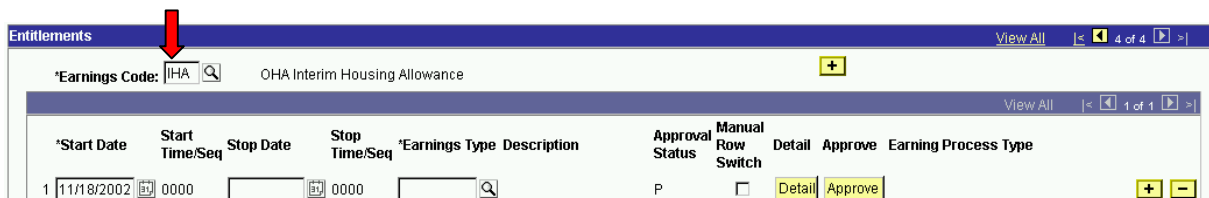
The following screen appears below the previous entitlement…

Type "IHA" in the Earnings Code field or use the magnifying glass ![Q] to search and select the Interim Overseas Housing Allowance Earnings Code.

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7	**Starting Interim Overseas Housing Allowance** (See Steps 8-10 for other options)

If an Interim Overseas Housing Allowance row already exists, click the ⊞ button in the

🔲 Include History mode as shown below.

The following entry line appears…

Enter the following information…

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button 🗓 to **select** the desired date. You can also **Click & Drag** over the date field to select the date then **Type** the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	Leave this field blank when starting Interim OHA.
Stop Time	Pre-filled
Earnings Type	**Type** in the code if known or use the 🔍 to search and **select** from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. (**CGHRSUP Users** - The status will automatically change from Pending (P) to Approved (A) upon saving.)
Manual Row Switch	**Select** this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.

Step 7 (Cont'd)

Field	Action
Detail	Click the Detail button to bring up the Supporting Data screen below (if applicable):

Supporting Data

1080807   IHA   12/06/2002   IHA

Locality Code: [____] 🔍   JFTR Util Ind: [____ ▼]

Monthly Rent: [____]   Utility Cost: [____]

Rental Ceiling: [____]   Currency: [____ ▼]

MIHA Rent: [____]   Number of Sharers: [__]

MIHA Misc: [____]   ☐ Homeowner Indicator

MIHA Security: [____]

[OK] [Cancel]

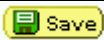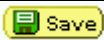| Field	Action
Locality Code	Enter the 5 character alpha/numeric location code or use the Lookup button to select the desired location. Ldate. **Note: Location codes are also located at the PDTATAC web site http://www.dtic.mil/perdiem/.**
Monthly Rent	Enter the monthly rent in US Dollars. For homeowners, the monthly rental amount here is the purchase price of the residence divided by 120.
Rental Ceiling	Enter the rental ceiling from the locality country tables located on the PDTATAC website: **http://www.dtic.mil/perdiem/**
MIHA Rent	Enter the 6-digit MIHA rental amount (US Dollars) prescribed in the PDTATAC web site **http://www.dtic.mil/perdiem/**
MIHA Misc	Enter the miscellaneous MIHA in US Dollars. When calculating MIHA for members classified as sharers, ensure that only one sharer is authorized MIHA/rent and MIHA security. **Do not complete this field for a change in OHA entry. This is a one-time payment.**
MIHA Security	Enter the 6-digit amount for MIHA security (US Dollars). Do not complete this field for a change in OHA entry.
JFTR Util Ind	Use the drop down menu to select the JFTR Utility Indicator.
Utility Cost	Enter the monthly utility cost before reduction or proration from the PDTATAC web site **http://www.dtic.mil/perdiem/**
Currency	Use the drop down menu to select the type of currency used to pay monthly rent.
Number of Sharers	Enter the number of sharers (i.e. 02 = 2 sharers). Do not count dependents as sharers. See Chapter 9 of the JFTR for a definition of "sharers".
Dep Status	Prefilled.
Homeowner Ind	Check the box if a homeowner.

Click the [OK] button when finished.
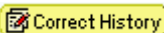
Step 7 (Cont'd)

Approve	**Click** the [Approve] button and the following screen appears.	

Supporting Data

1075148	IHA	11/18/2002	IHA

Approval Status: Approved   **Originator ID:** MAPL0807

Role Name: CGHRSUP   **Approver EmplID:** [   ] 🔍

[OK] [Cancel]

CGHRS or CGHRSIC (Clerk) Action

Complete the following steps to route the entitlement for approval:

Leave the Approval Action field set to "Approve".

Type the employee ID of the approving official in the Supervisor ID field or use the magnifying glass to search and select an employee ID.

Click the [OK] button to return to the Entitlements panel.

CGHRSUP or CGHRSICSUP Users

Take the following steps to approve, deny, or recycle the entitlement.

Leave the Approval Action field set to "Approve" or **Click** the drop down arrow to change the approval action.

Choose "Deny" if the entitlement is either inaccurate or improper.
Important! **Please delete the row after selecting this option by clicking the [−] button in the Entitlements panel.**

Choose "Recycle" if kicking back the entitlement for further revision.
Important! **Notify the CGHRS (clerk) to correct the entry when selecting this option; otherwise, the row will be left as pending and will clutter the system.**

Disregard the Supervisor ID field.

Click the [OK] button to return to the Entitlements panel.
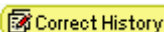
Step 7 (Cont'd)

Field	Action
Earnings Process Type	Not Required. Disregard this field.
![Save]	**Click** this button (located at the bottom left of the screen) to route the entry to approving official's work list or to approve the entitlement if a CGHRSUP user. 🛈 **Approving Officials: You must click the approve button or make a change to the entitlement before saving; otherwise, the member will not be paid. Once saved, the item will disappear from your work list.**

8	## To Stop Interim Overseas Housing Allowance

In the ![Correct History] mode, find the row to suspend or terminate. The stop date will be blank as shown below:

Enter the following information…

Field	Action
Stop Date	**Enter** the last day of entitlement by using the calendar button 📅 to select the date. You can also **Click & Drag** over the date field then **Type** the stop date in MMDDYYYY format.
Stop Time	Pre-filled
Manual Row Switch	**Select** this field only when necessary to override internal pay edits. Business rules will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment.
![Approve]	**Click** this button to stop payment of Interim Overseas Housing Allowance. See step 7 for instructions on routing entries for approval.
![Save]	**Click** this button (located at the bottom left of the screen) to approve (CGHRSUP users) or to route (CGHRS users) the entry for approval.

9	**Correcting Interim Overseas Housing Allowance**
	In the 📝 Correct History mode, **find** the Interim Overseas Housing Allowance row to correct.
	Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons 📅 to modify dates and the magnifying glass 🔍 to change the earning type.
	Click the 💾 Save button located at the bottom left of the screen.
	ⓘ To change the effective start date, you must delete the entire row (Step 10) and then start a new Interim Overseas Housing Allowance entitlement (Step 7).
10	**Deleting Interim Overseas Housing Allowance**
	In 📝 Correct History mode, **find** the Interim Overseas Housing Allowance row to delete.
	Click on the ➖ button located in the row to be deleted.
	Click the 💾 Save button located at the bottom left of the screen.
	ⓘ The total Interim Overseas Housing Allowance entitlement will be recouped when using this feature.

End